



Laboratory Site Specific Training

Location and Review of Safety Protocols	Chemical	Biological/Toxin	Bloodborne	Completed
Emergency Contacts	X	X	X	
Emergency Response Procedure	X	X	X	
Standard Operating Procedures (task specific)	X	X	X	
Chemical Hygiene Plan	X	X	X	
SDS	X	X	X	
Hazardous Waste Guide	X	X	X	
Biohazardous Waste Plan		X	X	
Biological Safety Manual		X	X	
Exposure Control Plan			X	
Source Protocol			X	

Inventory, Storage, Labeling, and Proper Use	Chemical	Biological/Toxin	Bloodborne	Completed
Chemical Storage	X	X	X	
Hazardous Chemicals	X	X	X	
Biohazardous Materials (including toxins)		X	X	

Location, Proper Use, and Maintenance:	Chemical	Biological/Toxin	Bloodborne	Completed
Fume Hood	X	X		
Personal Protective Equipment	X	X	X	
Emergency Eyewash/Shower	X	X	X	
Compressed Gases	X	X	X	
Chemical Spill Kit	X	X	X	
Biological Spill Kit		X	X	
Biosafety Cabinet/Laminar Flow Hood		X	X	
Autoclaves		X	X	
Disinfectants		X	X	
Safer Sharps			X	

Waste Segregation, Storage, Transport, Treatment	Chemical	Biological/Toxin	Bloodborne	Completed
Sharps Waste	X	X	X	
Glass Waste	X	X	X	
Solid Waste	X	X	X	
Liquid Waste	X	X	X	
Waste Tags	X	X	X	
90 Day Disposal	X	X	X	
Transport	X	X	X	
Treatment/Decontamination		X	X	

Security	Chemical	Biological/Toxin	Bloodborne	Completed
Laboratory Security	X	X	X	
Inventory	X	X	X	

Both pages must be completed.



Laboratory Site Specific Training

This checklist is to document that you have completed training at your site and specific to your job duties. If you move to a different site, this will need to be filled out again before beginning your duties there.

Description of listed items:

- Emergency Contacts - Same as posted on door signs
- Chemical Hygiene Plan - Online or hard copy in lab and present upon inspection
- MSDS - know location and present upon inspection
- Hazardous Waste Guide - Online or hard copy in lab and present upon inspection
- Standard Operating Procedures - Online or hard copy in lab and present upon inspection
- Emergency Response Procedures - Post in prominent place in lab or near phone
- Biological Safety Manual - Online or hard copy in lab and present upon inspection
- Biohazardous Waste Plan - Online or hard copy in lab and present upon inspection
- Exposure Incident Response Procedure - Post in prominent place
- Exposure Control Plan - Online or hard copy in lab and present upon inspection
- Source Protocol - Online or hard copy in lab and present upon inspection if source is identifiable
- Chemical Storage - Know what types are stored where and how to label
- Hazardous Chemicals - Know what types are stored where and how to label
- Biohazardous Materials - Know what types are stored where and how to label
- Personnel Protective Equipment - know what types, when to use, and how to maintain them
- Emergency Eyewash/Shower - Know location and maintenance
- Fume Hood - Know when and how to use
- Compressed Gasses - Know how and when to use
- Chemical Spill Kit - Location and maintenance
- Biological Spill Kit - Location and maintenance
- Biosafety Cabinet/Laminar Flow Hood - Location, use and maintenance including certification
- Autoclaves - Location, use and maintenance including certification
- Disinfectants - Location, use, concentration, MSDS, expiration and disposal
- Safer Sharps - Use, annual review, and evaluation
- Sharps/Glass/Solid/Liquid Waste - Location, labeling, use and disposal of container
- Waste Tags - Use
- 90 day Disposal - what wastes fall under this law
- Transport - secondary container use
- Treatment - how to treat each type of waste
- Laboratory Security - Aware of security plan for MSU, department policies, and lab policy
- Inventory - Online or hard copy of hazardous/biohazardous material, present upon inspection

I certify by signing below, that the site-specific training items were reviewed and understood as required by Michigan State University Environmental Health & Safety.

Print Employee's/Student Name

Employee's/Student Signature Date

Manager/Precept/Trainer Signature Date

Both pages must be completed.